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ABSTRACT

This bibliography is a basic list of resources currently available to help librarians and library committees in churches and synagogues. Addresses for groups and other sources are given at the end of the bibliography. (NH)

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Guide No.1

Bibliography of Church and Synagogue Library Resources

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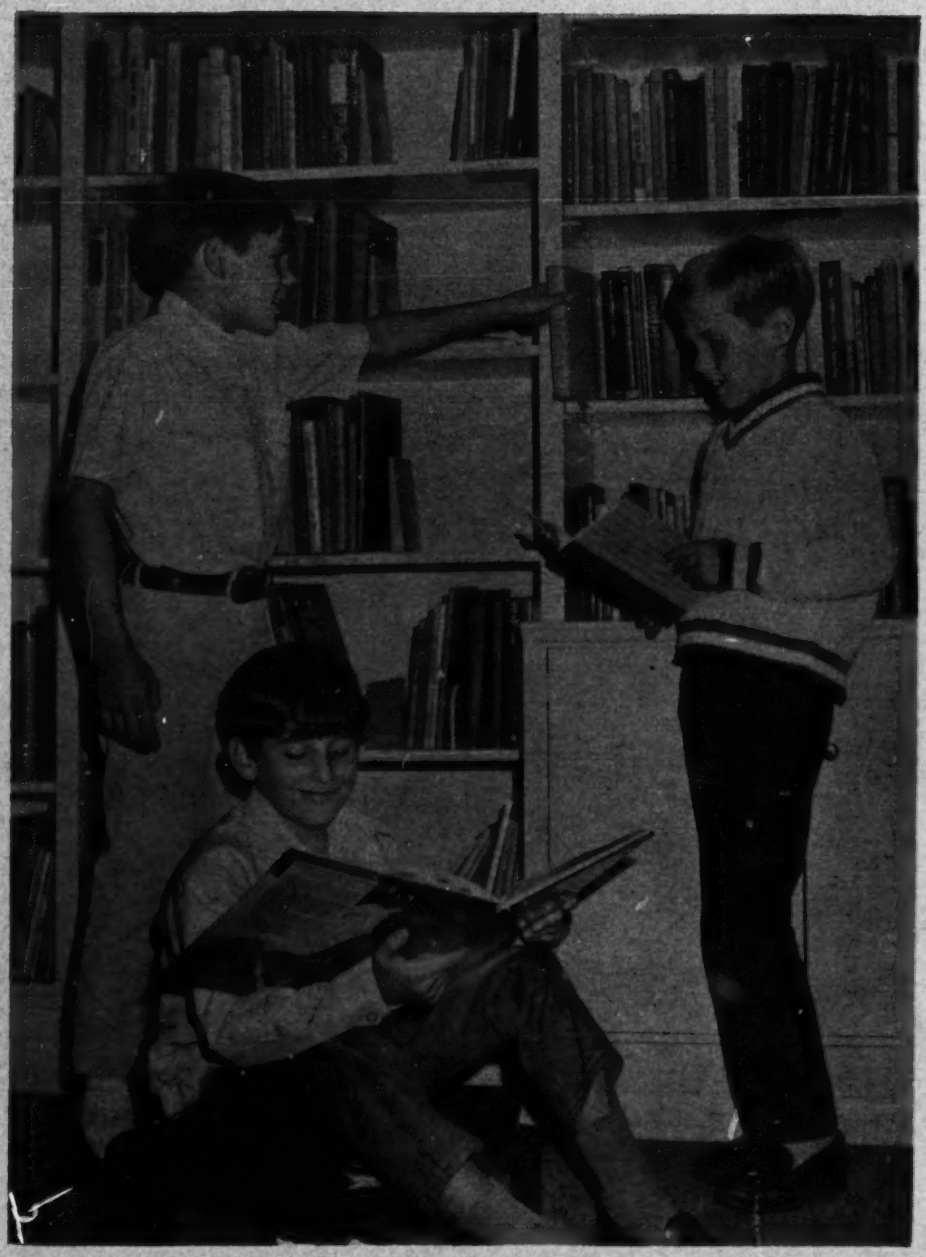

Church and Synagogue Library Association
P.O. Box 530, Bryn Mawr, PA. 19070

Church and Synagogue Library Association Guide No. 1

BIBLIOGRAPHY OF CHURCH AND SYNAGOGUE LIBRARY RESOURCES

July, 1969

This listing is an effort to provide a basic list of resources currently available to help librarians and library committees in churches and synagogues. Addresses for groups and other sources are listed at the end of the bibliography.

Since this is our first bibliography and we lack information on many sources, we welcome your suggestions for corrections and additions to this list in our future revisions. Please direct your suggestions to the address on the front cover.

All prices and membership rates quoted are subject to change without notice. Addresses may change, too.

This Guide has been edited by Arthur W. Swarthout with the aid of the CSLA Executive Board and the CSLA Publications Committee.

Cover photo courtesy of "The Derrick" in Oil City, Pennsylvania and the library of Christ Episcopal Church, Oil City.

Price: 50 cents postpaid

ARRANGEMENT OF RESOURCES

Background, Theory and History

General Manuals

Selection and Purchase of Books and Other Materials

Processing (Cataloging and Classification)

Reader Service (Reference)

Promotion and Publicity

Audio-Visual Resources

Sources of Library Furniture and Supplies

Book Repairs

Periodicals

Addresses of Church and Synagogue Library Groups

Addresses of Other Sources

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BACKGROUND, THEORY AND HISTORY

Gates, Jean Key
INTRODUCTION TO LIBRARIANSHIP. McGraw-Hill, 1968. $7.50. 415 pp.
A clear overall presentation of the fundamental elements of librarianship that provides broad background.

Lutheran Church Library Association
BIBLIOGRAPHY OF AIDS FOR CHURCH LIBRARIANS. Service Bulletin #1. Revised, 1967. Free to LCLA members. 2 pp.

Rodda, Dorothy and John Harvey, editors.
DIRECTORY OF CHURCH LIBRARIES. Drexel, 1967. $3.50. 87 pp.
Listing of libraries known at time of survey.

Roth, Ruth C.
GUIDE TO CHURCH LIBRARY MATERIALS. 4th edition. August, 1968. 16 pp.
Available free from Miss Ruth C. Roth, Box 128, Rome, Illinois 61562.
Mimeographed annotated bibliography.

Smith, Ruth S.
OUTLINE FOR BUILDING VITALITY IN YOUR CHURCH LIBRARY. Revised edition.
Church Library Council, 1967. $2.00. 44 pp.

White, Joyce L. and E. J. Humeston, Jr., editors
PROCEEDINGS OF THE SECOND ANNUAL CHURCH LIBRARY CONFERENCE. Graduate School of Library Science, Drexel Institute of Technology, 1964. $3.25. 75 pp.

White, Joyce L. and Mary Y. Parr, editors
CHURCH LIBRARY GUIDE. From the Third Church Library Conference, Graduate School of Library Science, Drexel Institute of Technology. Drexel, 1965.
$2.50.

GENERAL MANUALS

Buder, Christine
HOW TO BUILD A CHURCH LIBRARY. Revised. Bethany Press, 1962. $1.25. 60 pp.
Practical discussions of major church library problems.

Catholic Library Association
THE PARISH AND CATHOLIC LENDING LIBRARY MANUAL. Edited by Vincent P. Schneider. 2nd revised edition. 1965. $1.50.
Clearly written materials on the organization of a parish library.

Cedarbaum, Sophia M.
A MANUAL FOR JEWISH COMMUNITY CENTER, SCHOOL AND CONGREGATION LIBRARIES. Jewish Book Council of America, sponsored by the National Jewish Welfare Board, 145 East 32nd Street, New York, NY 10016. $1.25. 49 pp.
Includes good basic information on such subjects as cataloging, use of non-book materials, and furnishings for the library.

Church Library Department, Sunday School Board, Southern Baptist Convention.
THE CHURCH LIBRARY DEVELOPMENT PLAN. STAGES 1 AND 2. Broadman Press, 1968. $2.95.
Set of lessons used to guide a church library from its beginning on to extended enlargement and ministry. Covers all areas of church library work.

THE CHURCH LIBRARY DEVELOPMENT PLAN. Stage 3. Broadman Press, 1969. $4.50.
Set of twelve lessons. Detailed study of ministry, organization, techniques, and promotion of church libraries.

Church Library Service, United Methodist Church.
YOUR CHURCH LIBRARY: A MANUAL OF INSTRUCTION. Cokesbury, 1960. 50 ¢ 84 pp.
Excellent basic manual on ordering, cataloging, classification, use and preparation of non-book materials and weeding the collection. Contains numerous illustrations and appendixes.

Davis, Winifred Lemon.
SCHOOL LIBRARY ROUTINES VISUALIZED. Revsied edition. Demco, 1966. Paper, $1.75. 47 pp.
Well-illustrated instruction manual suitable for self-help in following accepted fundamental library routines.

Dennis, Donald D.
SIMPLIFYING WORK IN SMALL PUBLIC LIBRARIES. Drexel, 1962. $2.50.

Jensen, Wilma
THE CHURCH LIBRARY: ORGANIZATION AND ADMINISTRATION. Lutheran Church Library Association. 25 ¢ Free to LCLA members.
An outline on philosophy, personnel, procedures, policies and promotion.

John, Erwin E.
THE KEY TO A SUCCESSFUL CHURCH LIBRARY. Revised edition. Augsburg Publishing House, 1967. $1.25. 50 pp.
Practical information on how to set up and organize a church library. The author sets forth his own particular classification scheme for adult and juvenile books.

Johnson, Marian S.
PLANNING AND FURNISHING THE CHURCH LIBRARY. Augsburg Publishing House, 1966. $3.00. 48 pp.
A guide to planning the physical structure and furnishing of the church library. Contains specifications for shelving and case studies of libraries of various sizes with scale drawings of rooms.

Newton, Charlotte
CHURCH LIBRARY MANUAL. Available from author, 892 Prince Avenue, Athens, GA 30601. 1964. 50 ¢. 21 pp.
Emphasis on the technical processing of books. Short sections include administration and a listing of needed supplies.

Straughan, Alice
HOW TO ORGANIZE YOUR CHURCH LIBRARY. F.H. Revell Company, 1962. $1.00. 64 pp.
Material on methods and sources of finances, space and equipment required, cataloging and classification of materials and a month-by-month publicity campaign.

Westminster Church Library Plan.
THE CHURCH LIBRARY, HOW TO ORGANIZE AND MAINTAIN. Westminster, 1964. 16 pp. Free to those registered in plan.
Brief guide to library procedures.

SELECTION AND PURCHASE OF BOOKS AND OTHER MATERIALS

See the publications of your own faith and/or denomination for reviews and suggestions of purchases related to your education program.

Select from book lists and reviews appearing in the periodicals listed in this bibliography.

Catholic Library Association.
CLA BOOKLIST. Annual. $1.50.

Church Library Department, Sunday School Board, Southern Baptist Convention.
CHURCH LIBRARY BOOK LIST. 35 ¢.

Enoch Pratt Free Library.
FAITH AT WORK: A SELECTIVE LIST OF BOOKS AND FILMS ON RELIGION. 1967. 6 pp.

PATHWAYS TO THE BIBLE: AN INTER-FAITH LIST. 1966. 8 pp.

LITERARY MARKET PLACE, The Business Directory of American Book Publishing.
Annual. R.R. Bowker Company. $7.45.
Provides the librarians with detailed list of publishers, and contains lists of wholesalers where librarians may order books. Includes special lists of publishers by subject, including religious category.

Lutheran Church Library Association.
BASIC BOOKLIST. $3.50. Free with LCLA membership.

PROCESSING (CATALOGING AND CLASSIFICATION)

Akers, Susan G.
SIMPLE LIBRARY CATALOGING. 4th edition. American Library Association, 1964. $5.00. 258 pp.

American Library Association.
ALA RULES FOR FILING CATALOG CARDS. Second edition, abridged. 1968. $2.00. 94 pp.
Good, practical presentation.

Church Library Department, Sunday School Board, Southern Baptist Convention.
PROCESSING AUDIOVISUALS FLIP CHART. $1.50.
Flip chart giving step-by-step guide for preparing audio-visuals for circulation. Designed to be used with the Church Library Development Plan.

PROCESSING BOOKS FLIP CHART. $1.50.
Flip chart giving step-by-step guide for preparing books for circulation. Designed to be sued with the Church Library Development Plan.

PROCESSING VERTICAL FILE MATERIALS FOR THE CHURCH LIBRARY. $1.50.
Flip chart dealing with processing library materials. Guidance is given on each step to be followed in preparing vertical file materials for the file, labeling folders, and typing catalog cards.

Dewey, Melvil
DEWEY DECIMAL CLASSIFICATION AND RELATIVE INDEX. 9th abridged edition. Forest Press, Inc., of Lake Placid Club Educational Foundation, 1965. $10.00.

Dewey, Melvil
200 (RELIGION) CLASSIFICATION. Broadman, 1966. $1.50. 62 pp.
This is the unabridged religion section reprinted from the 17th edition of Dewey Decimal Classification and Relative Index.

Lutheran Church Library Association.
CHURCH LIBRARIANS WORKBOOK. $1.00.
A fill-in-blanks record of the development and maintenance of a church library.

Meinke, Darrel M.
FROM BOX TO BOOKSHELF: A HOW TO MANUAL FOR SCHOOL AND CHURCH LIBRARIANS. Concordia, 1962. $1.50. 52 pp.
Concerned primarily with ordering, cataloging and classification. A short list of subject headings and corresponding Dewey Decimal numbers are given, as are filing rules and needed supplies.

Piercy, Esther J.
COMMONSENSE CATALOGING. H.W. Wilson, 1965. $5.00.
Practical handbook for the beginning cataloger, trained or untrained. Chapters on general procedures and one each step of the cataloging process.

Sears, Minnie E.
SEARS LIST OF SUBJECT HEADINGS. 9th edition. H. W. Wilson, 1965. $8.00.
This aid on subject headings is of help for small and medium size libraries.

White, David
CLASSIFICATION FOR CHURCH LIBRARIES. United Church Board for Homeland Ministries. Free.

READER SERVICE (REFERENCE)

American Library Association.
BASIC REFERENCE BOOKS FOR SMALL AND MEDIUM-SIZED LIBRARIES. 1969. $4.50. 200 pp.
Authoritative and practical guide to adult reference books for small and medium-sized libraries. Annotations for each books listed emphasize the important features.

Barton, Mary N.
REFERENCE BOOKS. 6th edition. Enoch Pratt Free Library, 1966. $1.25. 145 pp.
Good annotated bibliography of refereence books useful in a library.

Dalglish, William A., editor
MEDIA FOR CHRISTIAN FORMATION, A GUIDE TO AUDIO-VISUAL RESOURCES. George A. Pflaum, Publishers, Dayton, Ohio, 1969. $7.50. 393 pp.
This resource book reviews, evaluates and suggests uses for contemporary short films, kinescopes, filmstrips, tapes, records, photoposters and art prints of theological and artistic merit for use in Protestant and Catholic programs of Christian formation. Highly recommended for its purpose.

National Council of the Churches of Christ in the U.S.A.
AUDIO-VISUAL RESOURCE GUIDE. 8th edition. 1966. $3.95. 597 pp. (As of June 25, 1969, a publication date for 9th edition has not been announced.)
Series of five booklets - "Associates Quarterly" - published 1967 and 1968 supplement the Guide. Set for $2.00.

Waldrup, Earl
TEACHING AND TRAINING WITH AUDIOVISUALS. Revised edition. Convention Press. 95 ¢
Discusses the types, purposes and values of audiovisuals, and shows how they relate to a church program. This revised edition explains how the church library staff organizes to carry out its responsibility for audiovisual education.

PROMOTION AND PUBLICITY

Coplan, Kate
EFFECTIVE LIBRARY EXHIBITS. Oceana, 1958. $5.50. 127 pp.

POSTER IDEAS AND BULLETIN BOARD TECHNIQUES FOR LIBRARIES AND SCHOOLS. Oceana, 1962. $8.50. 208 pp.

Johnson, Marian S.
PROMOTING YOUR CHURCH LIBRARY. Augsburg, 1968. $3.50. 48 pp.
Valuable guidebook containing wealth of ideas to stimulate promotion of ... the library through the year.

Lutheran Church Library Association.
POSTER MAKING FOR CHURCH LIBRARIES. Revised, 1967. Free to LCLA members.

NATIONAL CHILDREN'S BOOK WEEK (Annually in the fall)
For promotion and publicity aids, write: Children's Book Council, Inc.

NATIONAL LIBRARY WEEK (Annually in the spring)
For promotion and publicity aids, write: National Library Week, One Park Avenue, New York, NY 10016.

AUDIO-VISUAL RESOURCES

BUILDING YOUR CHURCH LIBRARY. Slide set. Church Library Council and Bethesda United Methodist Church, 1961. $1.00 loan. 39 color slides with reading script, available for loan, from Bethesda United Methodist Church, 8300 Old Georgetown Road, Bethesda, MD 20014.

CHURCH LIBRARY MINISTRY. Color filmstrip. Broadman Press. 1969. $7.50. 50 frames. Recording and manual. Designed to present the church library ministry as a vital and necessary part of every phase of the church's life. Emphasis is placed on the church meeting needs through the ministry of the church library. Should serve as motivation to start libraries and as inspiration to improve the services of existing libraries.

CHURCH LIBRARY POSTERS. Set of 10. $1.75 per set. Broadman Press.

CHURCH LIBRARY POSTERS. Packet of 12, 9" x 12", two color. $1.00. Cokesbury.

PROMOTING THE CHURCH LIBRARY. Color filmstrip. Church Library Council, 1967. Purchase at $9.00 or on loan for $3.00 plus postage. 44 frames, with reading script.

SOURCES OF LIBRARY FURNITURE AND SUPPLIES

Write for catalogs and information.

BECKLEY-CARDY COMPANY
1900 North Narragansett Avenue, Chicago, IL 60639

BRO-DART INDUSTRIES, INC.
P. O. Box 1120, Newark, NJ 07101, or,
P. O. Box 92337, World Way Postal Center, Los Angeles, CA 90009

DEMCO LIBRARY SUPPLIES
Box 1488, Madison, WI 53704
Eastern Regional: Box 4231, Hamden, CT 06514
Western Regional: Box 7767, Fresno, CA 93727

GAYLORD BROTHERS, INC.
P. O. Box 61, Syracuse, NY 13201, or,
29 North Aurora Street, Stockton, CA 95201

IDEAL SCHOOL SUPPLY COMPANY
8312 Birkhoff Avenue, Chicago, IL 60620

LIBRARY BUREAU,
Remington Rand Office Systems Division, Sperry Rand Corporation,
801 Park Avenue, Herkimer, NY 13350

JOHN E. SJOSTROM CO., INC.
1717 North 19th Street, Philadelphia, PA 19122

SOUTHERN DESK COMPANY
Hickory, NC 28601

BOOK REPAIRS

Bro-Dart Industries, Inc.
MODERN SIMPLIFIED BOOK REPAIR, THE BRO-DART WAY. Bro-Dart. Free.

DEMCO Library Supplies
DEMCOBIND: A Practical Manual on Mending Books, Protecting Pamphlets and Magazines. Demco. Free. 36 pp.

Gaylord Brothers, Inc.
GAYLORD'S BOOKCRAFT: A Complete Manual on Book Repair. Gaylord, 1962. Free. 32 pp.

PERIODICALS

THE CALENDAR. Quarterly. Children's Book Council, Inc. $1.00 per year.

CATHOLIC LIBRARY WORLD. Official Journal published monthly September through May by the Catholic Library Association. Subscription rate to non-members is $6.00 per year.

NEWSLETTER. Parish and Lending Libraries Section, Catholic Library Association. With membership.

CHURCH AND SYNAGOGUE LIBRARIES. Official Bulletin of the Church and Synagogue Library Association. Available with membership. Individual membership - $5.00 per year. Church or synagogue membership - $10.00 per year.

THE CHURCH LIBRARY MAGAZINE. Published quarterly by the Church Library Department, Sunday School Board of the Southern Baptist Convention. Annual subscription, $2.25.

CHURCH LIBRARY NEWSLETTER. Quarterly. Cokesbury Church Library Service. Free.

THE LAMPLIGHTER. Quarterly. Official Journal of the Pacific Northwest Association of Church Libraries. Available with membership. Individual membership - $5.00 per year.

LUTHERAN LIBRARIES. Official Journal issued quarterly by the Lutheran Church Library Association. Multiple subscription of five copies per issue is included with membership fee of $5.00 per year. Membership is open to any church library. Sustaining membership is $10.00 per year.

PARISH LIBRARY NEWSLETTER. National Council of the Episcopal Church. Free.

SERVICE BULLETIN. Semi-annual. Lutheran Church Library Association. Free with LCLA membership. Already issued: 1. Bibliography of Aids for Church Librarians. Revised, spring, 1967. 2. Suggested Booklist for Beginning Libraries with $100 to Spend. Revised. 3. Suggested List of Recordings for Beginning Collections. Spring 1964. 4. Pamphlets for the Church Library. Fall 1964. 5. Church Archives and the Church Library. Summer 1965. 6. Periodicals for the Church Library. Revised. 7. Art in the Church Library, Summer, 1966. 8. Guidelines for LCLA Area Chapters. Winter 1966. 9. Reformation Bibliography. Summer 1967. 10. Book Discussions In A Church Library. Winter 1967. 11. Human Relations Bibliography. Summer 1968. 12. Glossary of Library Terms. Winter 1968.

ADDRESSES OF CHURCH AND SYNAGOGUE LIBRARY GROUPS

ASSOCIATION OF JEWISH LIBRARIES. Synagogue School and Center Libraries Division. Mrs. Edward N. Saferin, Park Synagogue, 3300 Mayfield Road, Cleveland Heights, OH 44118

CHURCH LIBRARIANS FELLOWSHIP (Baltimore area, Maryland Council of Churches) % Mrs. William J. Hyde, 3908 Rexmere Road, Baltimore, MD 21218

CHURCH LIBRARY COUNCIL (Metropolitan Washington DC area) % Mrs. Grace K. Fraley, 12204 Atherton Drive, Silver Spring, MD 20902

CLA. Catholic Library Asssociation, 461 West Lancaster Avenue, Haverford, PA 19041

Parish and Lending Libraries Section. Betty Lou Hammargren, chairman, 231 Dayton Avenue, St. Paul, MN 55102

CSLA. Church and Synagogue Library Association, P. O. Box 530, Bryn Mawr, PA 19010

INTERFAITH LIBRARY COMMITTEE (Metropolitan Detroit area) % Mrs. Josephine H. Kyles, 65 East Columbia, Detroit, MI 48201

LUTHERAN CHURCH LIBRARY ASSOCIATION, 122 West Franklin Avenue, Minneapolis, MN 55404

PACIFIC NORTHWEST ASSOCIATION OF CHURCH LIBRARIES. % Secretary, 19843-25th Avenue NE, Seattle, WA 98155

ADDRESSES OF OTHER SOURCES

ALA. American Library Association, 50 East Huron Street, Chicago, IL 60611

AUGSBURG PUBLISHING HOUSE, 426 South Fifth Street, Minneapolis, MN 55415

BETHANY PRESS, P. O. Box 179, St. Louis, MO 63166

BROADMAN PRESS, 127 Ninth Avenue, North, Nashville, TN 37203

R. R. BOWKER COMPANY, 1180 Avenue of the Americas, New York, NY 10036

CHILDREN'S BOOK COUNCIL, Inc., 175 Fifth Avenue, New York, NY 10010

CHURCH LIBRARY DEPARTMENT, Sunday School Board, Southern Baptist Convention, 127 Ninth Avenue, North, Nashville, TN 37203

COKESBURY. Church Library Service, United Methodist Publishing House, 201 Eighth Avenue, South, Nashville, TN 37203

CONCORDIA PUBLISHING HOUSE, 3558 South Jefferson Avenue, St. Louis, MO 63118

CONVENTION PRESS, see: Church Library Department, Sunday School Board, Southern Baptist Convention

DREXEL INSTITUTE OF TECHNOLOGY, 32nd and Chestnut Streets, Philadelphia, PA 19104

ENOCH PRATT FREE LIBRARY, 400 Cathedral Street, Baltimore, MD 21201

MCGRAW-HILL BOOK COMPANY, 330 West 42nd Street, New York, NY 10036

NATIONAL COUNCIL OF CHURCHES OF CHRIST IN THE U.S.A. Office of Publication and Distribution, 475 Riverside Drive, New York, NY 10027

NATIONAL COUNCIL OF THE EPISCOPAL CHURCH, 28 Haremeyer Place, Greenwich, CT 06830

OCEANA PUBLICATIONS, Inc., Dobbs Ferry, NY 10522

FLEMING H. REVELL COMPANY, Booker Street, Westwood, NJ 07675

UNITED CHURCH BOARD FOR HOMELAND MINISTRIES. Division of Christian Education, 1505 Race Street, Philadelphia, PA 19102

WESTMINSTER CHURCH LIBRARY PLAN, Witherspoon Building, Philadelphia, PA 19107

THE H. W. WILSON COMPANY, 950 University Avenue, Bronx, NY 10452